

THE PORT AUTHORITY OF NY&NJMEMORANDUM

TO: All Port Authority Directors and Managers at WTC  
FROM: Nelson J. Chanfrau  
DATE: November 18, 1993  
SUBJECT: FIRE SAFETY TEAM COOPERATION

COPY TO: T. Cancelliere, G. Cumiskey, J. Davison, R. DiChiara,  
W. Goldstein, J. Hauptert, C. Maikish

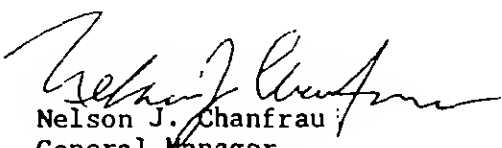
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First, it is important to recognize that the assignment to and subsequent duties and responsibilities of the Fire Safety Team are mandated by New York City Local Law Number 5.

Secondly, since Team members have been appointed by WTC-based PA managers, you must recognize Team members as the lead persons in any WTC floor emergency. As such, you must lead by example and follow the directions of the Fire Safety Teams during a fire drill or during an actual emergency requiring an orderly search and evacuation of the floor.

Your Fire Safety Team is an integral part of the Port Authority's efforts to make the WTC the safest building complex in the world. The World Trade Department has produced a video tape featuring the Fire Safety Team of the Comptroller's Department on the 69th floor. This production will give you a sampling of some of the very important functions performed by your Fire Safety Team.

If you have any questions regarding this important issue, please call me at (201) 216-2727.

  
Nelson J. Chanfrau  
General Manager  
Risk Management

et

**WORLD TRADE DEPARTMENT**  
**RECOVERY AND REDEVELOPMENT PROGRAM**

**WEEKLY STATUS MEETING**

December 1, 1993 - 8:00 A.M.

Next Meeting - Wednesday, December 8, 1993 - 8:00 AM  
One WTC - 35 Floor, Main Conference Room

EX TO  
36  
COPY JED  
GC  
F

**01 STRUCTURAL**

**ACTION**  
E.P.

1. Vista MER issues being resolved:
  - The river water piping for existing chillers is being reviewed for relocation so there will be no interference with the actual heat exchanger installation.
  - Problems arising from the clearance between the Vista chillers and the MER slab and the waterproofing and flashing that is to be installed between.
2. Further demo in the Liberty Room is underway and inspection of floor girders continues (plates and welds are being inspected from below).
3. Ramp T reconstruction details have been issued. Layouts for the new curbs are needed. Status?
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### 10. LERA:

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- Footings for pipe supports in pipe gallery are currently in design.
- **Demo drawings for B1, B2 level inside Tower I to be issued this week with Slattery to proceed with demo.**
- To provide results of Vista Laundry Room slab testing.

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### A. Emergency Equipment:

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### B. Fire Stairs; Emergency Lighting; Fire Command Desks

1. **Lighting details for subgrade stairs in the Plaza Buildings are complete and fixtures will now be ordered by WT Construction.**
2. A manufacturer (**Perma-lite**) has been selected for the supply of photoluminescent paint for stairs and landings. An independent estimate has been prepared by the Planning Dept. A schedule has been developed with the work to have a duration of approximately 5 months. **At the instruction of the Director's office this contract will now be competitively bid with the bid process taking from 1-4 months**
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## 03 MECHANICAL

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### A. Industrial Camelot

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**B. Existing Refrigeration Plant:**

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1. Facility staff and York have scheduled overhaul during off-season with completion date of April 1, 1994. P & S to seek proposal from Semac for final coat of paint.
2. Status:

Chiller 3	12/01	Alterations being performed on switchgear.
Chiller 7	12/01	Evacuated. Charged today (Dec.1).

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1. A punch list has been prepared and the items are being addressed. Status?

**05 ELEVATORS**

**A. Cars/Shaft Renovation:**

F.K.

1. A12, A13 shaft re-fireproofing work has been completed and the clean-up of cars is in progress. Status?

**B. Stentophone Communication System**

1. ~~Transfer of the wiring has been suspended.~~ Status? ON GOING

**06 TENANT ISSUES**

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1. Proposal to allow a certain number of CEOs subgrade parking privileges (in the orange and blue lots) by Christmas: Mary Smith has prepared a revised flow analysis using existing ramps and security modifications are currently being reviewed by ME&A. A decision will be made by the Director's office. Mary Smith is also preparing functional specs for Electronic Parking Access systems for the Subgrade.
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WT staff and Hanscomb Associates (detailing manpower, schedule, risk and overall project scope) were reviewed by the VP team. Recommendations were consistent with the plan as presented (full design will be completed prior to implementation. No D/B. Schedule extends work into 1997). Reconciliation was done on Nov. 29 and will be presented to the policy group on December 6.

3. The issue of strengthening window glass and frames for blast protection is now the responsibility of the Engineering Department. Engineering has formed an interdepartmental task force. This group has met and will be retaining an A/E firm to lead the effort and any subs needed for quantitative analysis and testing.
4. Modifications made to the Tactical Response Plan by the Central Police Command have been incorporated into the Full Response Plan submitted for review by the Director. Awaiting comments.
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1. Over the past 3 months ME&A has conducted 3 surveys (2 at the Visitor's desk and 1 for the security guards) using the "mystery shopper" approach. Planned follow-up survey for the security guards has been postponed until implementation of the new photo IDs and color coded visitor's passes. A decision is needed as to whether ME&A should conduct the survey for the security guards now or wait until January 1994 when the new security guard services contract will be in place.
2. ME&A is following up with the Market Research Group, Office of Economic and Policy Analysis, to identify outside firms with expertise in "mystery shopper" surveys to conduct such surveys for the World Trade Department in the future.

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1. Floor Warden training was held last week (Nov 16 & 17) for special areas (eg: PA cafeteria; the night school at WTI). Bank of America to be scheduled for a later date.
2. 200 copies of the Fire Safety video have been delivered and another 200 ordered. The Law Dept. has prepared a cover letter. Status?

SEND CAPT. MARTELL  
STUFF ON HYDRO BARRIERS  
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## 10 SUBGRADE

1. The temporary use of the Russian Trade Center is currently on hold with discussions centering on "right of entry" issue, however, Planning is proceeding with the formal request for design and have provided a design for 5 WTC to accommodate shops pending resolution of lease technicality. The PA Police will not move. Construction is to begin January 1994 with occupancy by Spring (early March).
2. Master Plan analysis proceeding through Engineering Dept. phase 1 (conditional survey and space allocation). Due late December (awaiting proposal from Engineering).

## 11 PYROTRONICS

1. The work will now be scheduled on a two-shift, 7 day week, basis.
2. Switchover of PA system to be accomplished as part of Phase II.
3. Concourse and Subgrade (phase 3) design are available for review and comments.
4. The Public Address system has now been authorized for all buildings.
5. Miscellaneous project authorization includes:
  - Implementation of "Style 7" wiring (providing total redundancy).
  - Conversion of the XL3 system (old system-smoke detectors, MERS) to the MXL system.
  - System crossovers (establishing 6 separate systems).
  - The rearrangement, reconfiguration and possible relocation of the IC boxes (providing interim interface capability).
6. WT staff and Hanscomb are in the process of developing a detailed schedule for all phases and stages.
7. Pull stations/breakglass and warden phones are to be integrated into the Pyrotronics system. The Engineering Dept. has been authorized to complete Stage 1 design (sketches and estimate) for transfer. Status?
8. Pyrotronics status meetings being held weekly.

A.R.

Under Engineering  
re: pull stations  
only one interface  
per floor.

## 12 PATH HOOK-UP

1. VE workshop has been tentatively scheduled for mid-January.
2. Current plan is to remove generators on West St. by April / 94.

## 13 WIRELESS COMMUNICATION (RF) SYSTEM

1. A "needs analysis" is required. In the process of retaining a consultant (see ~~Security VP. report for comments~~).

F.K.

**ACTION**

**14 POCC**

1. P.A. Engineering is currently projecting a Spring 1996 completion date.
2. The V.O.A. will be located in this area for the season. A decision is needed for its location after March 1994.

**15 POLICE AND SECURITY COMMAND CENTER AND SECONDARY OCC**

1. Completion is presently being projected for January 1995.
2. Consultants have prepared a design program and are in the process of developing a functional layout for Police review.
3. Resolution of Security VP comments required.

**16 TOCC**

1. The TOCC functions are now being consolidated at the B1 7-7 desk location. The complete relocation from the Market Bar area is still in progress. Status? This will free up the area for the start of demolition in preparation for the construction of the Police and Security Command Center.

**17 LIFE SAFETY CONCOURSE PROJECTS**

A.S.

1. Conceptual design is complete. Presently proceeding with contract documents. Woolworths corridor drawings to be issued December 6.
2. Project authorization has been prepared for Concourse Circulation Program early action items. Approval will be sought at the December Board meeting. Risk Management and the World Trade Department will be scheduling a presentation to the NYFD.

**18 PLAZA RESTORATION**

1. See Section 01.

**19 ASBESTOS ABATEMENT**

1. Work has started on the abatement of A6, A7 (Lobby through 46th floor). Abatement is scheduled for completion Jan. 15, 1994. Re-fireproofing to follow.
2. The 14th and 74th floors will be ready for bid in 1-2 months.
3. A pre-bid walkthrough was held last week.



## ACTION

### 20 ELEVATOR MODERNIZATION

F.K.

1. 1 and 2 WTC modernization contracts scheduled for bid by March 1994.
2. Documents for 4 and 5 WTC were sent to a select list of bidders (10 pre-qualified) on September 22 with bids due November 29 and award on or about December 15.

### 21 CONDENSER WATER

1. System 7 repairs are underway.

X

### 22 WINDOWS ON THE WORLD

A.S.

1. 8 potential operators were notified to proceed with phase 2. Due Jan. 21, 1994.
2. Environmental Engineering has submitted contract documents for review. Awaiting construction estimate.
3. It is anticipated that the work will be carried out by the "in-house" contractor (ACS). To be started Jan 1 / 94 under the terms of the new contract.
4. Proceeding with opening of April 1995 (Easter).

### 23 66" RIVER WATER LINE

1. Tentative schedules for award are as follows:  
-Interior portion / 4th Quarter 1993 (bids received); Exterior portion / 1st Quarter 1994
2. Community Board meeting is scheduled for January (exterior portion of water line will be presented).

### 24 ELECTRICAL CAPACITY UPGRADE

1. Cable pulling procedures under review for structural requirements. Installation has been tentatively scheduled for December 1 with completion by April 1994.
2. Low Voltage bids reviewed. Award may not be made pending decision on re-design.
3. Project authorization for Substations, Low Voltage Distribution and the Primary Distribution Center has been reviewed.

25 PLAZA MEMORIAL

1. Design competition for the memorial on the Plaza: The Planning Division originally solicited 6 proposals. 3 artists have been interviewed and 3 proposals were received on Nov. 12. The 3 proposals are to be presented by the end of this week with selection by early December.
2. A memorial Mass will be held on December 9. Family members have been invited to a special luncheon preceding the mass and family participation in the selection of the Plaza Memorial will be discussed at that time. An informal reception is to be held following the Mass in the "Taste of Lower Manhattan" space.
3. Ground breaking and model presentation is projected for April / 1994 with completion scheduled for summer 1994.

26 MISCELLANEOUS

1. Permanent restrooms are being proposed for the area of the Concourse near the location of the former Nature's Pantry or the former Market Bar. Engineering and Planning working with consultant to "fast track" design and construction with proposed date of completion January 1994.
  2. Outdoor restrooms: The Parks Dept. has selected a German vendor (Wall) and Purchasing has provided language which, if incorporated into the purchase contract, would allow us to purchase directly from the manufacturer. Location and number of units is still to be determined.
- \* Please address any additions, corrections or deletions to the attention of Fraser Drummond, Hanscomb Associates, Ext. 7733.

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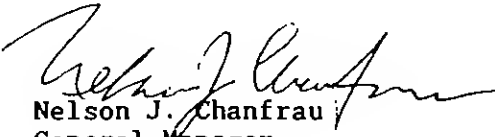
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1. The temporary use of the Russian Trade Center is currently on hold with discussions centering on "right of entry" issue, however, Planning is proceeding with the formal request for design and **have provided a design for 5 WTC to accommodate shops pending resolution of lease technicality. The PA Police will not move. Construction is to begin January 1994 with occupancy by Spring (early March).**
2. Master Plan analysis proceeding through Engineering Dept. phase 1 (conditional survey and space allocation). Due late December (awaiting proposal from Engineering).

### 11 PYROTRONICS

1. The work will now be scheduled on a two-shift, 7 day week, basis.
2. Switchover of PA system to be accomplished as part of Phase II.
3. Concourse and Subgrade (phase 3) design are available for review and comments.
4. The Public Address system has now been authorized for all buildings.
5. Miscellaneous project authorization includes:
  - Implementation of "Style 7" wiring (providing total redundancy).
  - Conversion of the XL3 system (old system-smoke detectors, MERs) to the MXL system.
  - System crossovers (establishing 6 separate systems).
  - The rearrangement, reconfiguration and possible relocation of the IC boxes (providing interim interface capability).
6. WT staff and Hanscomb are in the process of developing a detailed schedule for all phases and stages.
7. Pull stations/breakglass and warden phones are to be integrated into the Pyrotronics system. The Engineering Dept. has been authorized to complete Stage 1 design (sketches and estimate) for transfer. Status?
8. Pyrotronics status meetings being held weekly.

A.R.

*CAUTION ENGINEERING  
RE: PULL STATIONS  
ONLY ONE INTERF.  
PER FLOOR.*

### 12 PATH HOOK-UP

1. VE workshop has been tentatively scheduled for mid-January.
2. Current plan is to remove generators on West St. by April / 94.

### 13 WIRELESS COMMUNICATION (RF) SYSTEM

F.K.

1. A "needs analysis" is required. In the process of retaining a consultant (~~see Security VP. report for comments~~).

## ACTION

### 14 POCC

1. P.A. Engineering is currently projecting a Spring 1996 completion date.
2. The V.O.A. will be located in this area for the season. **A decision is needed for its location after March 1994.**

### 15 POLICE AND SECURITY COMMAND CENTER AND SECONDARY OCC

1. Completion is presently being projected for January 1995.
2. Consultants have prepared a design program and are in the process of developing a functional layout for Police review.
3. Resolution of Security VP comments required.

### 16 T O C C

1. The TOCC functions are now being consolidated at the B1 7-7 desk location. The complete relocation from the Market Bar area is still in progress. **Status?** This will free up the area for the start of demolition in preparation for the construction of the Police and Security Command Center.

### 17 LIFE SAFETY CONCOURSE PROJECTS

A.S.

1. **Conceptual design is complete. Presently proceeding with contract documents. Woolworths corridor drawings to be issued December 6.**
2. **Project authorization has been prepared for Concourse Circulation Program early action items. Approval will be sought at the December Board meeting. Risk Management and the World Trade Department will be scheduling a presentation to the NYFD.**

### 18 PLAZA RESTORATION

1. See Section 01.

### 19 ASBESTOS ABATEMENT

1. Work has started on the abatement of A6, A7 (Lobby through 46th floor). Abatement is scheduled for completion Jan. 15, 1994. Re-fireproofing to follow.
2. The 14th and 74th floors will be ready for bid in 1-2 months.
3. **A pre-bid walkthrough was held last week.**

## ACTION

### 20 ELEVATOR MODERNIZATION

F.K.

1. 1 and 2 WTC modernization contracts scheduled for bid by March 1994.
2. Documents for 4 and 5 WTC were sent to a select list of bidders (10 pre-qualified) on September 22 with bids due November 29 and award on or about December 15.

### 21 CONDENSER WATER

1. System 7 repairs are underway.

### 22 WINDOWS ON THE WORLD

A.S.

1. **8 potential operators were notified to proceed with phase 2. Due Jan.21, 1994.**
2. Environmental Engineering has submitted contract documents for review. Awaiting construction estimate.
3. It is anticipated that the work will be carried out by the "in-house" contractor (ACS). To be started Jan 1 / 94 under the terms of the new contract.
4. **Proceeding with opening of April 1995 (Easter).**

### 23 66" RIVER WATER LINE

1. Tentative schedules for award are as follows:  
-Interior portion / 4th Quarter 1993 (**bids received**); Exterior portion / 1st Quarter 1994
2. **Community Board meeting is scheduled for January (exterior portion of water line will be presented).**

### 24 ELECTRICAL CAPACITY UPGRADE

1. Cable pulling procedures **under review** for structural requirements. Installation has been tentatively scheduled for December 1 with completion by April 1994.
2. Low Voltage bids reviewed. Award may not be made pending decision on re-design.
3. Project authorization for Substations, Low Voltage Distribution and the Primary Distribution Center has been reviewed.

25 PLAZA MEMORIAL

1. Design competition for the memorial on the Plaza: The Planning Division originally solicited 6 proposals. 3 artists have been interviewed and 3 proposals were received on Nov. 12. The 3 proposals are to be presented by the end of this week with selection by early December.
2. A memorial Mass will be held on December 9. Family members have been invited to a special luncheon preceding the mass and family participation in the selection of the Plaza Memorial will be discussed at that time. An informal reception is to be held following the Mass in the "Taste of Lower Manhattan" space.
3. Ground breaking and model presentation is projected for April / 1994 with completion scheduled for summer 1994.

26 MISCELLANEOUS

1. Permanent restrooms are being proposed for the area of the Concourse near the location of the former Nature's Pantry or the former Market Bar. Engineering and Planning working with consultant to "fast track" design and construction with proposed date of completion January 1994.
  2. Outdoor restrooms: The Parks Dept. has selected a German vendor (Wall) and Purchasing has provided language which, if incorporated into the purchase contract, would allow us to purchase directly from the manufacturer. Location and number of units is still to be determined.
- \* Please address any additions, corrections or deletions to the attention of Fraser Drummond, Hanscomb Associates, Ext. 7733.